

## Directions for Accessing IPASS Reporting Site

Go to: <http://apps.sde.idaho.gov/ipass>



Click on I-PASS  
Reporting Site



Click Log On

The site that you are accessing requires you to sign in. Select your organization from the following list.

**\*\*\*Please note the following changes to the Organization selection process\*\*\***  
Meridian Joint School District users – select Meridian Joint School District 002  
All other School District and Non-District users – select Other  
Idaho Department of Education employees - select SDE

-- Select Organization --

Continue to Sign In

Select Organization:

Meridian users select: Meridian

All others select: Other

Click Continue to Sign In

**Log On**

Please enter your username and password.

Account Information

User name:

Password:

Sign In

Enter User Name and Password

Click Sign In

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

 **IDAHO**  
STATE DEPARTMENT OF EDUCATION

Log Off TCWheeler@edu.i

**IPass Reporting**

Links Welcome to IPass Reporting

Verify your name in upper right corner and you are on the IPASS Reporting Page

**Links**

Home Page

**Summary Results**

State

District

**Secure Results**

District

**Certificates**

**I-PASS Home**

We

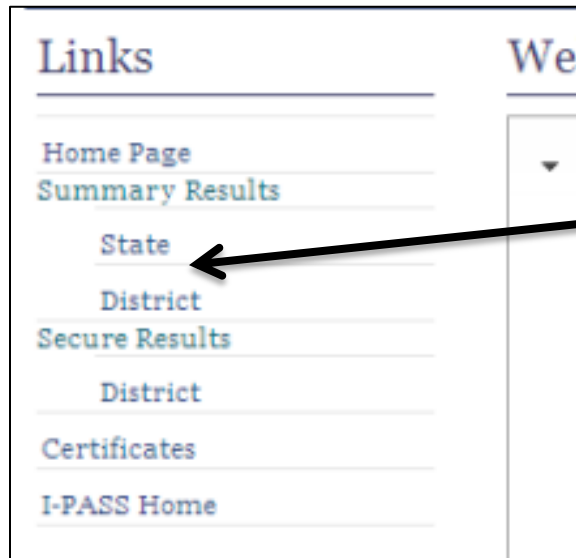
You will have the following options depending on your Admin User Tool Permissions

**Summary Results:** State and District results for sub-groups >10 students

**Secured Results:** District results for sub-groups without >10 students provision

**Certificates:** Individual Student Certificates by school which need to be provided to parents

## Accessing Summary Results




Click either State or District



For State Results:  
Select Content  
Select Grade  
Click View Report

DIVISIONS PROGRAMS COMMUNICATION RESOURCES DATA COLLECTION ADMINISTRATORS

 IDAHO  
STATE DEPARTMENT OF EDUCATION

IPass Reporting

District:  Content:  Grade:

View Report

For District Results:  
Select District  
Select Content  
Select Grade  
Click View Report

## Accessing Secured Results

Links

Home Page

Summary Results

State

District

Secure Results

District

Certificates

I-PASS Home

Click District

The screenshot shows the top navigation bar of the IDAHO State Department of Education website. The left side features the IDAHO logo and the text "STATE DEPARTMENT OF EDUCATION". The right side has a red banner with the text "IPass Reporting". Below the banner is a form with four dropdown menus: "District" (with a placeholder "<Select a Value>"), "Content", "Grade", and "School Year". A "View Report" button is located to the right of the "School Year" dropdown. A callout box on the right contains five instructions, each with an arrow pointing to a specific element in the form:

- Select District
- Select Content
- Select Grade
- Select School Year
- Click View Report

### Certificates (Individual Student Reports)

The screenshot shows a "Links" section on the left side of the website. The links are listed in a vertical column: "Home Page", "Summary Results", "State", "District", "Secure Results", "District", "Certificates", and "I-PASS Home". An arrow points from a callout box to the "Certificates" link. The callout box contains the instruction:

- Click Certificates

**Links**

- Home Page
- Summary Results
- State
- District
- Secure Results
- District
- Certificates
- I-PASS Home

### Select a District or School

Start typing the name of your school. When it appears in the dropdown, click on it and press the Select button.

Name:

Start typing the school name, a drop down list will appear, select the school from that list

Click Select

### Student List

Click on the Student/ContentArea to get their certificate.

**TESTSTUDENT, ALPHA**

You will see the Student List of all the students who took the ISAT Alt for that school

Click the Expand arrow

## Student List

Click on the Student/ContentArea to get their certificate.

TESTSTUDENT, ALPHA

Fourth Grade	Reading	<a href="#">Emerging</a>
Fourth Grade	Math	<a href="#">Emerging</a>
Fourth Grade	Language	<a href="#">Emerging</a>

This will provide you with the content area and proficiency level for that student

Click the proficiency level to access the Individual Student Report for that student and content area

If you have trouble accessing the reports you need or if you have questions please contact Toni Wheeler at 208-332-6957 or [tcwheeler@sde.idaho.gov](mailto:tcwheeler@sde.idaho.gov)